

JOB DESCRIPTION

JOB TITLE: Maintenance Technician **GRADE:** 11

JOB CODE: 5002

DATE: 11/8/95

GENERAL FUNCTION: Under direction of Maintenance Supervisor or other appropriate administrative staff responsible for the general maintenance and/or minor repairs to health department buildings and grounds and to do related tasks as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Sees that the building has adequate heating, lighting, and ventilation and that it is properly cleaned and in good working condition.

Makes minor repairs and inspections of equipment.

Does general repairs such as painting, patching walls, hanging shelves, and landscaping.

Operates machinery and equipment.

Arranges desks, files, and other office equipment.

Performs janitorial duties and other related tasks as required.

SUPERVISION RECEIVED: Involves supervision for completion of work and standard operating procedures for repairs and inspections.

SUPERVISION EXERCISED: No supervisory responsibility required.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge in maintenance supplies, equipments, materials, and methods used in janitorial work.

Ability to make minor repairs to buildings and equipment.

Ability to understand verbal and written instructions.

Ability to perform various clean-up and maintenance tasks as required.

JOB TITLE: Maintenance Technician (continued) **JOB CODE:** 5002

Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance in using equipment to complete assigned tasks.

Minimum Education, Training and Experience Requirements: High School or GED. Eighteen months of education and training beyond high school level in general repair or closely related technical area.

or

High school or GED and two years of experience in general maintenance or other maintenance responsibilities that would include the ability to recognize electrical, plumbing, and mechanical malfunctions or equipment failure.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.